

# Role Expectations Discussion

Date: [Insert Date]

To: [Employee's Name]

From: [Your Name]

Subject: Discussion on Role Expectations

Dear [Employee's Name],

I hope this message finds you well. I would like to schedule a discussion regarding the expectations associated with your role as [Employee's Job Title]. This conversation will help ensure that we are aligned on your responsibilities and performance goals.

During our meeting, we can cover the following key topics:

- Overview of your current responsibilities
- Specific expectations for the upcoming quarter
- Opportunities for professional development
- Feedback and any concerns you may have

Please let me know your availability for this discussion, and I will do my best to accommodate. I look forward to our conversation.

Thank you!

Best regards,

[Your Name]

[Your Job Title]

[Your Contact Information]